



Introduction to Technology for Teachers™

“This course covers many familiar and emerging technology tools that changed the way I teach and learn. The resources available are astounding!”

This interactive course introduces teachers to technology tools with one goal in mind: increasing teacher comfort level in using the Internet and today’s technology tools for teaching and learning.

Teachers will learn new ways of using tools they are familiar with and be exposed to brand-new tools and applications for use both in professional development and with students in the classroom.

Topics covered in this course:

- Basic computer terminology
- Office applications
- Email
- Web tools
- Integrating technology in classroom lessons
- Using technology to enhance professional development

Teachers will learn to integrate technology effectively with student learning to increase engagement and student achievement. This course is available:

Self-Study Online Course

5 Clock Hours

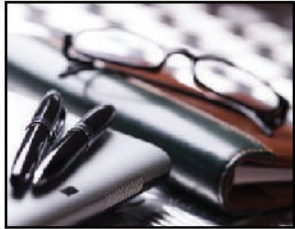
Lifetime Enrollment

Basics

The best first step is to get a basic understanding of the machine you're working on.

The computer you're using right now is likely either a **Mac** or a **PC**. How do you know the difference and why does it matter? The most basic difference is that a Mac is any computer made by Apple and a PC is any computer NOT made by Apple. Some examples of a PC are Dell, Gateway, and HP. By the way, "PC" is an acronym that initially stood for "Personal Computer." This was the term years ago to denote a "newer and smaller" machine that could actually fit on a person's desk.

Please note that throughout this course, some of the directions offered may be different for Mac users and PC users, so directions are marked either "Mac" or "PC."

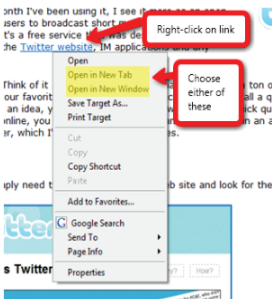


The machine you're using is also either a **desktop** or **laptop**. The main difference between a desktop and a laptop is that a laptop is much smaller and can be moved from place to place very easily, while a desktop is made to stay in one place. Are you using a laptop, a desktop or both (maybe one at home and the other at school)?

New Windows

Tips for Efficient Web Browsing and Research

Have you ever been reading a really great article and find a link you would like to click on, but you don't want to "lose" the article you're currently reading? Simple! All you need to do is **right-click (on a PC or, on a Mac, press CTRL) on the link and choose either "Open in New Tab" or "Open in New Window"**. This will open the link somewhere else so you can continue reading the article, referring back to it when visiting the new link you just opened. You can see this in the picture below.



You can practice this technique on this link: [Google](#)

Did Google open in a new tab or window? If so, you've already mastered this technique! If not, review the instructions again.

These tricks will be very useful throughout this course, as many of the activities will be done outside of our Professional Learning Board classroom. Plan on **ALWAYS leaving the classroom open and opening new tabs and windows in this manner as needed for any other sites you need to visit**. Note: many of the links in Professional Learning Board (and on other sites) are set by default to open in a new window, but not all are, so it is best to get accustomed to opening new tabs and windows as you go.

If you DO end up leaving the classroom or another site accidentally and need to find it again, you have a couple of options:

Professional Learning Board courses include:

- **Lifetime enrollment in self-study courses**
- Free membership in PLB online community
- **Free lifetime transcript of PLB courses**
- Free Teacher Talk newsletter
- **Free Internet browser resources toolbar**

Please visit our web site for the latest info at

<http://ProfessionalLearningBoard.com>